

**DEPARTMENT OF BANKING  
JOB OPPORTUNITY  
PARALEGAL SPECIALIST  
UNIT IF APPROPRIATE**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on a current examination list

**Location:** 260 Constitution Plaza, Hartford, CT

**Job Posting No:** 113385

**Hours:** First Shift, 40 hours per week

**Salary:** starting at \$63,215

**Closing Date:** February 22, 2016

**Eligibility Requirement:** Candidates must have applied for and passed the Paralegal Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**EXAMPLES OF DUTIES:**

**LEGAL OFFICE OPERATIONS:** Interprets complex state statutes and federal regulations governing legal records and documents; determines and applies applicable state statute and/or regulation in preparing documentation; interprets court rules and agency policies and regulations; keeps abreast of the latest court rules, calendar changes and pending legislation; monitors and adheres to court deadlines; reviews legal documents and prepares legal documents such as briefs, writs and pleadings for court filings; responds to relevant case information requests from courts; performs legal research and analysis of law sources such as statutes, legal articles, legal decisions, opinions, rulings, memoranda and other legal material; prepares draft legal documents; provides assistance in the discovery process; provides paralegal assistance by interpreting applicable legal provisions, regulations, precedents and policies; responds to requests and obtains information of sensitive nature; acts as liaison between agency, court system, relevant attorney's offices and general public; serves as agency liaison regarding relevant policies and procedures; prepares legal and administrative reports; updates and maintains case records, pleadings, policy manuals and filing systems; assists in the drafting of proposed legislation and advisory opinions; provides training and assistance to staff; may perform business mathematical computations; performs related duties as required.

**CASE PRESENTATION OR HEARING:** Analyzes highly complex cases; develops positions and strategies to settle or litigate cases at formal or informal hearings; prepares for and represents State's interest at hearings or through case presentation; researches and gathers relevant evidence and documentation; interviews witnesses and clients; drafts legal documents, complaints, stipulations, detailed memoranda, letters and proposed findings and awards reviews substantiation appeals and provides recommendation to management regarding the legal sufficiency of substantiation findings; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of legal processes and procedures; considerable knowledge of legal terminology and legal forms; considerable knowledge of legal research techniques; knowledge of relevant agency policies and procedures; knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable skill in fact finding techniques including interviewing clients and compiling evidence; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to evaluate pertinent facts, cases and evidence and compile and assemble such legal data; considerable ability to compose correspondence and draft legal documents; ability to understand complex laws and related reports; ability to utilize computer software.

**EXPERIENCE AND TRAINING:**

General Experience:

The General Experience is defined as one of the following:

1. A Bachelor's degree in legal studies and one (1) year of experience providing paraprofessional legal assistance to an attorney.
2. An Associate's degree in legal studies and three (3) years of experience providing paraprofessional legal assistance to an attorney.
3. Completion of a Paralegal or Legal Assistance Certificate Program approved by the American Bar Association and three (3) years of experience providing paraprofessional legal assistance to an attorney.
4. Completion of a Paralegal or Legal Assistance Certificate Program consisting of a minimum of twenty-four (24) semester hours from an accredited college or university and four (4) years of experience providing paraprofessional legal assistance to an attorney.

5. Completion of a Paralegal or Legal Assistance Certificate Program from a business school approved by the State of Connecticut, Office of Higher Education and four (4) years of experience providing paraprofessional legal assistance to an attorney.
6. A Law degree from an accredited Law School.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should mail or hand-deliver a cover letter, a resume, an Application for Employment CT-HR-12 and a copy of college transcripts or paralegal certificate to the address below. **The application packet MUST include documentation which demonstrates that the applicant meets the educational requirements as outlined in this posting.** Incomplete and late applications will not be considered.

Victoria Soucy  
DEPARTMENT OF BANKING  
260 Constitution Plaza  
Hartford, CT 06103

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.